

TEACHER'S ASSISTANT

A student who has completed the Job Corps Teacher's Assistant program is equipped with the skills to contribute to the workplace as a valued employee from day one. Competence in academic and vocational skills is required for graduation. In addition, Job Corps students learn employability and technological skills. To complete his or her Teacher's Assistant training, a student must master skills in these categories:

REQUIRED PREPARATION

Discuss modern practices in education, including relation to historical and philosophical changes; describe the teaching profession; identify school objectives and methods; explain the media available to produce instructional presentations; describe current issues in education, including the causes, the effects and potential solutions; identify the purposes of education, including who and what should be taught; demonstrate observation, interaction and professional behavior skills used in the school placement experience; describe clearances required by local and state governments and the school system; explain professional conduct; describe the placement experience including overall student, staff and facility impressions; describe the study of human behavior in relations to peers, family, school and work; discuss techniques to defuse crisis situations in school; describe foundations of learning, intelligence, social behavior, personality, feelings and emotions; explain theories of learning and teaching related to the nature and development of the child in the educational setting; explain standardized testing and classroom interaction; demonstrate an understanding of special needs students and their parents; explain the problems, standards and practices of services for children with special needs; discuss the different categories of special needs students and how to meet their individual needs; visit and observe an educational institution for special needs children.

ETHICS

Explain and demonstrate confidentiality in the workplace; demonstrate appropriate personal and work ethics and attitudes; describe and demonstrate appropriate ethics in the use of a computer system.

SAFETY

Discuss the main causes of accidents in the office and identify preventive measures; demonstrate proper ergonomics associated with office technology.

OFFICE PROCEDURES

Demonstrate proper use of telephone procedures and etiquette including using a directory, taking messages and communicating information accurately, and describing voice mail technology, the use of a fax machine, photocopier, basic alpha/numeric filing; access and use information from an office reference handbook, dictionary and word division manual.

KEYBOARDING

Demonstrate care and maintenance of the keyboard, the functions of all keys, correct keyboarding posture including hand and arm positions; proper finger placement on the keyboard; key alphabetic, numeric and symbol information using touch system and correct techniques.

PERSONAL COMPUTER

Explain the difference between computer hardware and software; identify the function of the following components: keyboard, monitor, central processing unit (CPU), memory (RAM), floppy drive, hard drive, CD-ROM drive, auxiliary storage devices (ZIP drives, tape backups, etc.), mouse and fax/modem.